

# Welcome

*I'm glad you are interested in working with our High School Ministries!*

We are always looking for volunteers to serve on our ministry team here at Constance. We believe that solid ministry is built on relationships between adults and students. Relationships are key to students feeling loved and understanding God's love in practical ways. This is when real spiritual growth takes place in a student's life. Therefore we ensure the priority of relationships in the ministry.

The quality of our volunteers is important. We are looking for men and women who have a commitment to Christ and a desire to care for high school students. With the aid of prayer and consideration, please review the enclosed material. Once you have reviewed the enclosed material, call our church office to schedule an appointment. All information will be kept strictly confidential.

Because we place great value on our ministry, we place great value on our volunteers. High School Ministries is a great way to invest your time and serve the Lord! We're looking forward to meeting with you and talking about your hopes and desires for ministry.

In His service,

**Mike Howard**

*Pastor of High School Ministries*

**Constance Free Church**

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[www.constancefree.org](http://www.constancefree.org)

# What Students Need From Caring People

Changing the youth world happens one student at a time. Students do not connect to programs; they connect to people. The most effective way to influence students is through significant relationships with key people in their lives. Our volunteers view ministry as a lifestyle not just another program. Our goal is to develop volunteers who minister to students.

## **Students Need People Who Will:**

- Love God and live for Him
- Be interested in their lives
- Take initiative to spend time with them
- Pray for them
- Be real
- Say encouraging words
- Believe in them
- Laugh
- Go to “their world”
- Remember their names and care for them
- Share God’s love through personal experience
- Be consistent to the programs
- Be patient
- Enjoy life

# Purpose Statement

Why does Constance High School Ministries exist? What is our purpose? The purpose of Constance High School Ministries reflects the purpose of Constance Free Church in our desire to be *“like-minded, having the same love, being one in spirit and purpose” (Philippians 2:2)*.

The purpose of Constance High School Ministries:

**Know:** Establish a personal relationship with Jesus Christ  
**Grow:** Mature in their relationship with Christ and His church  
**Go:** Reach out to their community

## Core Values

How do we help move people toward Christ-likeness? Actions reflect values. A person moving toward Christ-likeness at Constance Free Church is described as one maturing in the following five areas or core values:

### Grace

Experiencing God beyond religious rules and regulations by receiving, living in and sharing His grace.

### Growth

Using the opportunities this church offers to help grow in the knowledge, character and obedience of Jesus Christ.

### Groups

Knowing and being known in a biblical community that values acceptance, affirmation, authenticity and accountability.

### Generosity

Investing in the church, community and world by generously sharing from God-given resources.

### Gifts

Impacting the church, community and world by discovering and using God-given design.

# Programs

So, how do our ministries reflect the purpose and values of Constance High School Ministries? With Constance core values as a backdrop, we have provided ministry opportunities where students can move toward Christ-likeness. Here are a few examples:

## Grace

**Evangelism Training** (During the Year and Reynosa Trip Training)

**Goal:** To provide students with evangelism training in order to reach others for Jesus Christ.

We offer opportunities during the year where students can learn how to share their faith with others.

## Growth

**The Gathering** (Sunday Mornings ~ 9:00am and 10:45am)

**Goal:** To provide worship services where the high school believer as well as non-believer can encounter God and hear about life-changing principles.

The Gathering is a place where students can hear more about God. There is community building, music, video, worship and relevant messages for the high school believer and non-believer. These worship services are designed to help shape the spiritual life of students (see next page for various topics).

## Groups

**House Groups** (Some Wednesdays ~ 7-8:30pm)

**Goal:** To give students meaningful interaction and discuss life-changing principles within the context of a small group.

We offer home-based small groups for students to know and be known in a biblical community with other adults and students. This small group environment is designed to provide opportunities for acceptance, affirmation, authenticity, accountability and spiritual formation.

## Generosity

**Offering** (Throughout the Year)

**Goal:** To provide students an ongoing opportunity to give an offering.

There is an offering taken during The Gathering. This is an act of worship, allowing students to share joyfully from their God-given resources. It also allows Constance the means to reach more people for Jesus Christ in the future.

## Gifts

**Spiritual Gift Inventory** (Throughout the Year)

**Goal:** To help students discover their God-given design by using a spiritual gift inventory and connect them to a ministry experience.

The spiritual gift inventory is a tool used by adult volunteers to help students discover their God-given design. Students are encouraged to participate in an appropriate ministry\*.

\*For instance, one of the many ministries offered to High School students is *Community Connection (C2)*. *Community Connection (C2)* is committed to reaching the community for Jesus Christ. Students and adults alike visit and pray for the sick, the hurting, the elderly, students celebrating birthdays, students requesting prayer and new guests at Constance.

# Shaping the Spiritual Life: Top 40

These are some topics addressed in High School Ministries to help shape the spiritual life of students.

1. Abortion
2. Anger
3. Apologetics
  - a. Existence of God
  - b. Reliability of Scripture
  - c. Person of Christ
  - d. Creation / evolution
  - e. Cults
  - f. World religions
  - g. Other worldviews
4. Assurance of salvation / eternal security
5. Authenticity / integrity
6. Authority / submission
7. Bible doctrine
  - a. Attributes of God
  - b. Trinity
  - c. Sin / fall of humanity
  - d. Atonement
  - e. Justification
  - f. Sanctification
  - g. Glorification
  - h. Church
  - i. Spiritual realm / angels
  - j. Heaven
  - k. Hell
  - l. Future things
8. Bible overview
  - a. Old Testament survey
  - b. New Testament survey
  - c. Teachings of Christ
9. Community
10. Confession
11. Dating
12. Decision making & will of God
13. Divorce
14. Doubts
15. Evangelism
16. Faith
17. Family / respect
18. Five G's
  - a. Grace
  - b. Growth
  - c. Group
  - d. Generosity
  - e. Gifts
19. Forgiveness
20. Friendships
21. Fruit of the Spirit
22. Guilt
23. Homosexuality
24. Hope
25. Hypocrisy
26. Identity in Christ
27. Judging
28. Kingdom mentality
29. Love / agape
30. Media
31. Ordinances / communion & baptism
32. Self-destructive behavior
  - a. Substance abuse
  - b. Cutting
  - c. Suicide
33. Servanthood / humility
34. Sexual purity
35. Spirit-filled life
36. Spiritual Gifts
37. Spiritual formation / disciplines
38. Temptation
39. Tongue
40. Worship

# What is a typical Wednesday Night House Group structure?

- 6:30pm Leaders Team Huddle
  - . Review the evening structure
  - . How will students take ownership throughout the evening?
  - . How will you provide students meaningful interaction tonight?
  - . Are the DVD, DVD player and TV working properly?
  - . Pray! Pray! Pray!
- 7:00pm Students Arrive
  - . Snacks
  - . Music in the background
  - . Adjust furniture as necessary
  - . Greet students at the door with encouragement, hospitality, eye contact and smiles
  - . Introduce people who are not acquainted!
  - . Take attendance and have new students fill out Registration Cards
- 7:15pm Large Group Community Builder and/or Worship
  - . (Plenty of ideas on the web)
- 7:30pm Large Group Announcements
- 7:35pm Large Group Prayer
- 7:40pm Student Devotion Sharing Time
- 7:45pm Large Group DVD Teaching
- 7:55pm Small Group Discussion (gender based groups)
- 8:20pm Small Group Prayer (gender based groups)
  - . Keep a prayer journal!
- 8:30pm Students Depart
  - . Leave house in better shape than when arrived
  - . Pray! Pray! Pray!

The House Leader will facilitate the team huddle as well as coordinate/delegate the large group community builder, prayer, teaching and announcements. All Leaders (*see Commitment Sheets*) will be responsible for leading the small group prayer and discussion. There will be one House Leader per home and about 2-5 other Leaders per home.

Bear in mind that the suggested time frames will vary somewhat from week to week. For example, one week, more time may be spent on prayer, whereas another week, there may be more time spent on teaching and discussion. We may have a special time of praise and worship one evening and plan a larger group activity on another. Change in the House Group structure between weeks will help bring new energy and vitality to the group.

# Where Do I Start?

So you have a backdrop, a basic understanding of Constance High School Ministries. Where do you start? Simple! Go through the application process:

1. Make initial contact with a member of the High School Ministries Team and receive this material to help you learn more about Constance High School Ministries.
2. After reading the material complete the *Adult Application for High School Ministry Involvement*, *Abuse Prevention Screening Form*, and *Commitment Sheet* (these forms are located in this packet). If you completed an *Abuse Prevention Screening Form* in the past, you do not need to complete another one.
3. After submitting the application, screening form, and commitment sheet, schedule an interview with the Pastor of High School Ministries.
4. Begin ministry!

I hope you caught the “big picture” of Constance High School Ministries. This valuable information will make your transition into our student ministry much easier. You will understand more fully “why” we do what we do, “what” an appropriate program is, and “how” we go about making decisions.

Our goal is to help volunteers move from program-directed ministry (dependent on the program) to self-directed (independent minister). Here are a few thoughts to keep in mind:

- **Time**

Be patient. Feeling comfortable and connecting with students takes time.

- **Participation**

Going on special events and retreats will help intensify and solidify your relationships with students.

- **Initiative**

The more time you invest, the more you’ll get out of it. Relationships will grow deeper as you invest your time.

# What You Can Expect from our Church

- Structure and Leadership
- Encouraging Words
- Training and Learning Opportunities
- Prayer and Accountability
- Challenge to Develop Your Ministry

High school ministry is a great way to invest your time and serve the Lord! Please prayerfully consider being a part of God's work in His ministry here at Constance. We're looking forward to meeting with you. Please call us to set-up an interview. Feel free to come with questions.

The next few pages will provide you with the details of commitment on joining as a High School Leader or House Leader. Although these are the only commitments discussed in detail, there are other opportunities to serve as well. For example:

- Host Home Volunteer for House Groups
- Audio or Visual Technician for The Gathering and/or Special Events
- Community Connection Team
- Missions Trips (i.e. Reynosa, Mexico)

If interested, we can discuss these opportunities further as well as any other ministry initiatives you might envision for His kingdom.

In Christ,

**Mike Howard**

*Pastor of High School Ministries*

**Please, if You Choose Not to Join Constance High School Ministries,**  
return this material to the High School Ministries Box,  
so other people can acquire this information. Thanks!

# Commitment Sheet for Leader

Must be in a position to serve an average of 4 hours per week for one year

## Relationship Building

1. Provide students with encouraging words.
2. Provide students with prayer and accountability.
3. Allow for teachable moments.
4. Find and maintain accountability in your spiritual journey.
5. Prayerfully find at least one other person for our growing needs in the high school ministry.

## Programming

1. Attend and participate every Wednesday night (6:30-8:30pm).
  - House groups AND Wednesday nights at Church
2. Facilitate a home-based small group (some Wednesdays, 6:30-8:30pm).
  - Participate in the leaders team huddle
  - Greet and build relationships with students
  - Facilitate prayer and discussion with a high school small group
  - Identify and provide tools that help students develop spiritual disciplines
  - Follow up with students during the week through notes, email, phone calls or appointments
3. Attend and participate in retreats as well as special events.
4. Occasionally sit at the welcome table at the 10:45a.m. Sunday high school service.

## Leadership Development

1. Attend the Next Generation Ministries Volunteer Workshop.
  - Date: September 13 (12:00-3:00pm)
2. Attend an every other month Leaders meeting.
  - Dates: November 1, January 4, March 7 and May 2 (12:15-1:30pm)

Signed: \_\_\_\_\_  
(High School Ministry Leader)

Signed: \_\_\_\_\_  
(Pastor of High School Ministries)

# Commitment Sheet

for *House Leader*

Must be in a position to serve an average of 5 hours per week for one year

## Relationship Building

1. Provide students and Leaders with encouraging words.
2. Provide students and Leaders with prayer and accountability.
3. Allow for teachable moments.
4. Find and maintain accountability in your spiritual journey.
5. Prayerfully find at least one other person for our growing needs in the high school ministry.

## Programming

1. Attend and participate every Wednesday night (6:30-8:30pm).
  - House groups AND Wednesday nights at Church
2. Facilitate a home-based small group (some Wednesdays, 6:30-8:30pm).
  - Help organize or delegate large group experiences
  - Lead a leaders team huddle
  - Greet and build relationships with students, Leaders and host home
  - Facilitate prayer and discussion with a high school small group
  - Identify and provide tools that help students develop spiritual disciplines
  - Follow up with students, Leaders and host home during the week through notes, email, phone calls or appointments
3. Attend and participate in retreats as well as special events.
4. Occasionally sit at the welcome table at the 10:45a.m. Sunday high school service.

## Leadership Development

1. Attend the Next Generation Ministries Volunteer Workshop.
  - Date: September 13 (12:00-3:00pm)
2. Attend an every other month House Leaders meeting.
  - Dates: October 5, December 6, February 7 and April 5 (12:15-1:30pm)
3. Attend an every other month Leaders meeting.
  - Dates: November 1, January 4, March 7 and May 2 (12:15-1:30pm)

Signed: \_\_\_\_\_  
(High School Ministry House Leader)

Signed: \_\_\_\_\_  
(Pastor of High School Ministries)



4. Describe three major ways in which you have grown in your spiritual journey since you became a Christian:
  
5. How would you describe your spiritual journey now?
  
6. Do you currently have accountability in your spiritual journey? Y N
7. What do you do when you have a conflict with someone? How do you handle confrontation?
  
8. Are there any special issues or concerns happening in your life right now that would have an impact in your commitment and involvement in the student ministry (i.e., relationships, habits, other commitments, etc.)?
  
9. How long have you attended Constance Free Church: \_\_\_\_\_
10. Do you participate in the Sunday morning worship service? Y N
11. Do you agree with the Evangelical Free Church Statement of Faith? Y N
12. Are you willing to abide by the policies and recommendations of the church leadership that affect your area of ministry? Y N
13. List the organization, date and activities of the ministry experiences you have had, and the reasons for ending that ministry (Organization, Date Started, Ministry/Activity, Date Ended, and Reason).
  
14. What spiritual gifts do you feel you have, and how would you like to use them in student ministry?
  
15. Why do you want to do student ministry?
  
16. What type of student do you connect well with? What type of student do you have more difficulty connecting with?
  
17. What will be your greatest challenges volunteering in the student ministry?
  
18. What are some of your expectations of the student ministry staff?

The information contained in this interview is correct to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Abuse Prevention Screening Form

Dear Ministry Participant,

February 2008

I want to thank you for your willingness to serve here at Constance. We trust your ministry into the lives of our children and/or students will be used by God to bring glory to Himself.

At Constance we want to insure that our ministry environments are safe places for our children and students. One aspect of this is our Child Abuse Prevention Plan. The purpose of this plan is three-fold:

1. That Constance would indeed be a safe place for our children and students.
2. That Staff and Volunteers would be protected from false accusations.
3. That we would minimize the potential of a lawsuit.

Enclosed you will find our Child Abuse Prevention Plan and an Abuse Prevention Screening/Release Form. As a requirement to be actively involved in ministry to children or students, you will need to read through the Prevention Plan and complete the Screening Form. All forms remain confidential information to the Pastor of Next Generation Ministries and the Care Coordinator. Please return the form in a sealed envelope with your name on it. Place the sealed envelope in your Ministry Team Leader's communication box.

Thank you for helping us to create a safe environment for ministry.

Blessings,

Mike Howard

Pastor of High School Ministries

**Constance Free Church**  
**CHILD ABUSE PREVENTION PLAN**

**Introduction**

Our intention at Constance Free Church is to provide a safe place for all of our children physically and emotionally, and to protect each one of our serving staff and volunteers at Constance. This requires a prevention plan. It also means that if physical or emotional abuse happens or is even suspected, we will act quickly but with compassion and care for all persons involved. The plan involves five areas of that will help to create a safe place for our children:

- I. Definition of Abuse
- II. Guidelines for worker/volunteer selection
- III. Guidelines for worker/volunteer supervision
- IV. Reporting Obligations
- V. Reporting Procedures

**I. Definition of Abuse**

Child abuse is any activity that exploits a child/student's vulnerability and powerlessness in which the abuser is fully responsible for their behaviors. These behaviors can be sexual, emotional or physical in nature. These would include:

**Sexual**

- Sexual comments
- Pornographic materials
- Touching, fondling, kissing
- Oral, genital & anal penetration
- Allowing child/youth to witness sexual activity

**Emotional**

- Verbal or emotional assault
- Belittlement
- Confinement
- Racial prejudice
- Manipulation

**Physical**

- Physical punishment
- Physical neglect

**II. Guidelines for staff/volunteer screening**

A. All staff and volunteers in the areas of children and student ministries should complete the "*Abuse Prevention Screening/Release Form.*" This screening/release form will ask the applicant for:

- . Name and social security number
- . Address
- . A full explanation of any prior convictions for sexual abuse, molestation or related crimes
- . Area of ministry interest
- . Previous churches attended for the past five years
- . Previous children or student volunteer work (churches or other organizations) for the previous five years
- . The names and addresses of two references
- . Consent to national background checks

B. We will attempt to perform national background checks on all staff and volunteers who participate in the areas of children and student ministries.

C. All screening/release forms will be kept on file.

**III. Guidelines for staff and volunteer supervision**

A. All staff and volunteers should read and understand the child abuse prevention guidelines. The scope of understanding should include the following areas:

**1. Guidelines for a safe environment**

- a. We will seek to maintain a two adult rule for Constance ministry activities. Specifically, that for any child or student ministry event, we will seek to have on location a minimum of one prevention approved adult as well as an adult parent/guardian of the minor present, and/or two prevention approved adults.
- b. Every classroom with children/student activities must have windows in the door.
- c. Usage of a claim-check system for the nursery and preschool through the age determined by the specific ministry area, releasing children to the properly identified and pre-authorized parent/guardian with the check at the designated area.

- d. Every volunteer must have been an attender at Constance for a period of six months.
- e. Documentation of each staff/volunteer being familiar with the Child Abuse Prevention Plan is the responsibility of the staff person that oversees the given area of ministry.

## **2. Guidelines for Appropriate Behavior**

- a. Each staff/volunteer should use reasonable and prudent conduct toward every child/student. When natural instinct questions a particular behavior, it is best to avoid that conduct. Avoid setting yourself up for getting into any undesirable situation where the child/student may misread your behavior.
- b. It is the staff/volunteer's responsibility to ensure that the group is a safe place for all group members. This includes helping group members respect the integrity and privacy of each person both physically and emotionally.
- c. The staff/volunteer's job is to lead the group, not to take care of the group members. The ministry staff/volunteer is not a counselor or therapist in this setting, even if the person is a trained therapist.
- d. If you do not know how to handle a situation, seek out the ministry team leader.
- e. The person who is offended defines what is offensive. Handle seriously anything said or done to children or students that they find abusive, offensive, frightening, demeaning or disrespectful.
- f. It is not appropriate to physically discipline a child or even to touch or hold a child who does not want to be touched (except to gently restrain a child for safety reasons).
- g. It is never appropriate to touch a member of a group sexually in any way.

## **3. Sections I, II, IV & V of this policy**

### **IV. Reporting Obligations**

A. If Constance knows of or has reason to believe any activity listed in this plan under *the Sexual definition of Abuse* has occurred, it will report such information to the proper authorities as mandated by MN Stat. Sec. 626.556, sub 3.

**B. Every volunteer is responsible to report immediately to the staff person that oversees the given area of ministry** or the Elder chairman (in case the alleged abuser is their staff person) any known and or suspected cases of abuse, be they sexual, emotional or physical.

### **V. Reporting Procedures**

A. We will take seriously every allegation made concerning sexual abuse.

B. Ministry Staff will report any known and/or reasonably suspected cases of abuse to Anoka County Child Protection Services within 24 hours. Failure to report such cases is subject to possible punishment as defined by MN Stat. Sec. 626.556, sub 3.

C. Protection for good faith reporting will be provided by the Ministry Staff and held in the strictest confidence.

D. The Ministry Staff will be sensitive to the victim and perpetrator on what they are going through, encouraging professional counseling where necessary.

E. We will immediately seek legal counsel concerning every allegation.

**Constance Free Church**  
**Abuse Prevention Screening/Release Form**

Name: \_\_\_\_\_ Sex: M F Birth date: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Social Security Number (required) \_\_\_\_\_  
Employment: \_\_\_\_\_ Phone: \_\_\_\_\_  
Is it OK to phone you at work? Y N

Please list the churches you have regularly attended or volunteered at during the past five years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please list any child or youth work you have performed in the past five years (list organizations).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What ministry area(s) with children/students are you volunteering for (please check all applicable boxes)?

Nursery    Sunday Adventure    AWANA    VBS    Jr. High (6-8<sup>th</sup> grade)    High School

**REFERENCES: List two.** This may include a former employer, Pastor, or other character reference. Do not list relatives. Please try to list two institutional type references (i.e. church or organization).

Name	Address	Phone	Position	Length of Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

. Are you a member/regular attender at Constance Free Church? Y N

If yes, which ministries have you been involved in at Constance Free Church?

\_\_\_\_\_

If yes, have you been a member/regular attender at Constance Free Church for a period of at least six months? Y N

When did you begin attending Constance Free Church (Month/Day/Year)? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

. Are you willing to abide by the policies of the church leadership that effect your area of ministry? Y N

. Were you ever a victim of physical, emotional or sexual abuse? Y N

If yes, have you received counseling? Y N

. Have you ever abused someone? Y N

. Have you ever been convicted of anything other than a traffic violation? Y N

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

. Do we have permission to ask civil authorities questions related to you? Y N

. I have read and understand the Child Abuse Prevention Plan and will uphold the guidelines? Y N

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application, churches, organizations or civil authorities to give you any information (including opinions) that they may have regarding my character and fitness for children or student work.

\_\_\_\_\_  
Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

\*Please return this form to your Ministry Team Leader's communication box in the provided sealed envelope.